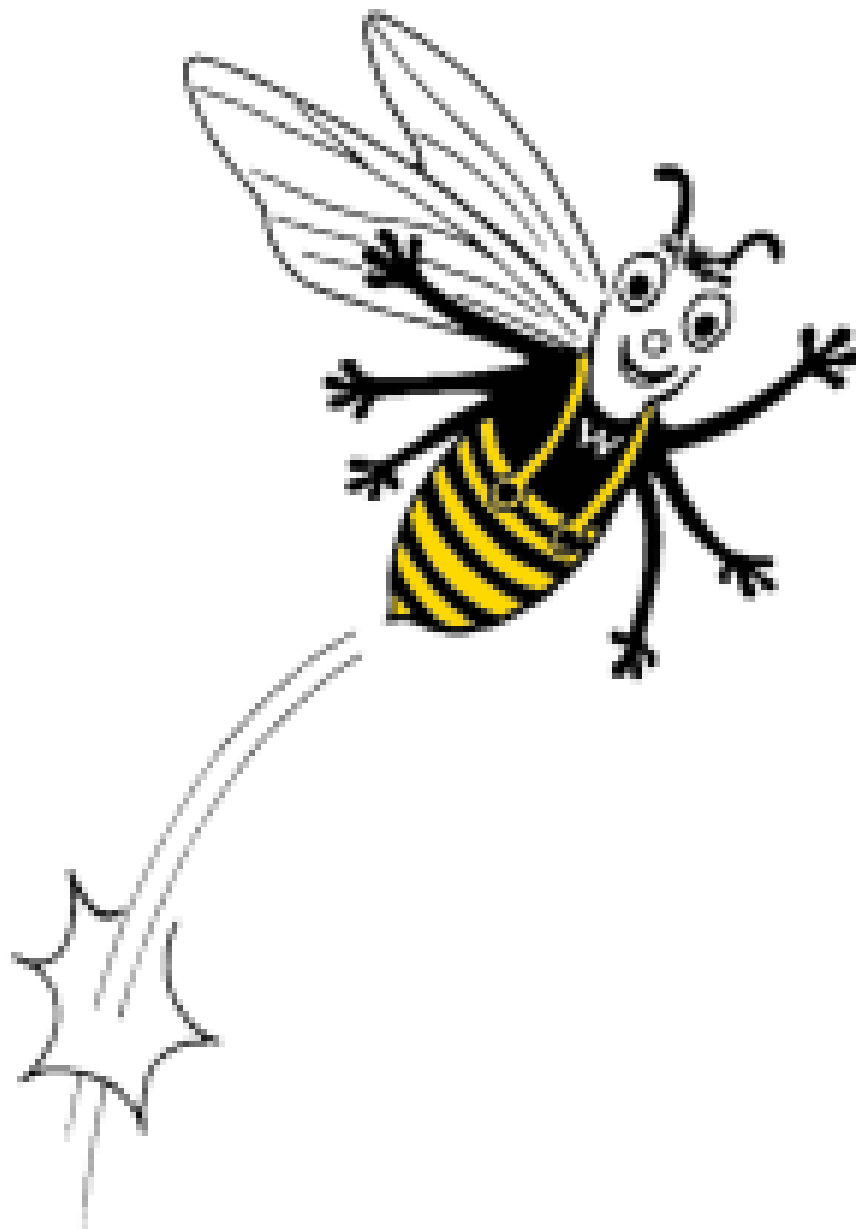


Waterbeach After School Play Scheme



Annual Report 2019-2020

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This report has been prepared by:

Zoe Badcock	Deputy Manager
Sarah Heil	Manager
Catherine Williamson	Treasurer
Temoc Rodriguez	Chairman

The reporting period is 1st September 2019 to 30th August 2020.

1. Synopsis

This year has had a number of challenges from new competition to having to use reserves funds to ride through the covid-19 crisis. New staff have joined and some have left and the club management has ensured that a team was available at all times. The club has incurred some financial losses due to the covid-19 situation and additional grants will have to be raised in the coming year. Funds are available from various sources including the HMRC job retention scheme, insurance for loss of business, and a sustainability grant from the local government. For the coming year we anticipate that our fees and salaries will remain unchanged. As attendance has been lower since school re-opened in June 2020, more activities will be planned for the coming year to attract more parents to send their children to the club.

2. Chairperson's Report

Club Status

This year has been challenging in many counts. However, thanks to the perseverance of the staff and the contributions from the Management Committee, the club has overcome some of the most difficult times in its history. Firstly, the entire committee from the year 2019-2020 resigned. Thankfully, five parents stepped forward to continue the club operations. Yet coordinating all the necessary paperwork took some time and was not without difficulties. The new committee have been working well together and have faced the challenges with a unified front. It is thanks to them that the club continues to operate going forwards. Secondly, the new committee had to address the findings of the latest Ofsted Inspection which took place in October 2019 resulting in an unsatisfactory result. Together with the management team, all actions were addressed and the club was ready for its re-inspection. Thirdly, the opening of another Out of School Club inside the school grounds in February 2020 disrupted the level of attendance to the club. This was further compounded by the covid-19 crisis. Due to lockdown and restrictions, we do not yet fully know the full impact that a competing club will have on our club's operations but our intake is likely to fall considerably. More details are provided below.

Ofsted Inspection

The last Ofsted inspection took place on 3rd October 2019. The outcome was that the setting did not meet the requirements and has to address actions which relate to safeguarding practices. The committee and the staff worked through October and November to address the findings by allowing staff to undertake further training, received more hands-on support from out county advisors, and establishing better communication channels with Waterbeach Primary School regarding safeguarding aspects.

Whilst the club was ready to be re-inspected, unfortunately the covid-19 lockdown meant that Ofsted postponed any further inspections until the next school year. Therefore, we anticipate holding a new inspection in the year 2020-2021.

Opening of Premier

Premier Education opened a wrap-around care service in February 2020. They operate from inside the school buildings. Historically Premier have offered sports after-school clubs and the occasional holiday club. They realised the potential for business as the school population is growing. Due to the covid-19 lockdown they have seen their growth hampered. Many families attending WASPS had given notice that they were changing to Premier for the summer term or for the autumn term.

We have seen a reduction in registrations from about 35 children in the after-school sessions to

about 20. However, since at the time of writing covid-19 restrictions are still in place, it is not possible to quantify the longer term impact that the opening of Premier will have on the club.

Covid-19

The club had to close from 23rd March 2020 due to the restrictions imposed by the government when schools closed too. Whilst the club has been utilising the government's Job Retention Scheme grants, some staff had to continue working and running costs had to be paid whilst schools were closed. From the 1st of June we re-opened our services at the same time as Waterbeach Primary School, but we only had four families in attendance.

We have been able to secure some donations and the HMRC Job Retention grants. But these monies are not sufficient to cover the costs of running the club. Therefore, in May 2020 we decided to withdraw £10,000 from our reserves fund, which is meant to be used for emergencies like this one. All of that money has been spent and we anticipate losses in this financial year in excess of £10,000.

Changes in Management Team

This year we have seen a number of changes in staff. Three staff members have left this year and we have recruited new staff, albeit not with the same level of qualifications. Recruitment for the club is difficult due to the short working hours and the distance to large urban areas where most qualified candidates live.

The club manager has also decided to leave the club to pursue a career in education. Fortunately, we have been able to recruit a new club manager who will begin from September 2020. We have full team going forwards to the new school year and we are confident that the club will deliver its services with high standards.

Premises

This year the club contributed £5,000 towards the maintenance and upkeep of our building and facilities. The largest non-recurring expenses included new blinds, trimming back trees around the perimeter, a new sofa, and a new sand tray.

It was also time to renew our rent contract with the County Council, which expired in 2016 but had not been renewed. This has now been addressed and the new lease contract will expire in 2031. Cleaning of the building was mostly undertaken by WASPS' staff. However, next year we anticipate employing the services of a cleaning company.

As part of the Covid-19 mitigations we also commissioned two deep cleans of the building, one in May and one in August.

3. Treasurer's Report

The club's finances have been greatly affected by two factors: a) the opening of Premier, who offer the same services as WASPS from within the school buildings; b) covid-19 effects and more people working from home. These two factors have had a direct impact on the number of children attending the club.

WASPS retained all the staff despite going into lockdown from March 2020. The club used the HMRC Job Retention Scheme to claim up to 80% of staff salaries. However, since reopening in June for school years R, 1, and 6, the club has seen substantial losses as only a few children returned to our services. The club has had to withdraw £10,000 from its Reserve Fund in order to be able to pay staff salaries and bills.

Fees

The lockdown from end of March significantly affected the fees income to the club. As the club was closed through April and May and only open for a few families in June, the total fees collected for the year were £54,823 versus a budget of £94,000.

Salaries

The club paid £61,016 in salaries compared to a budget of £80,620. This reflects the closure of the club after March. The club continued to employ staff through the lockdown period and we made use of the government Job Retention Scheme grant.

Capital Expenditure

This year we have only invested in a small sofa for the quiet room to replace the previous one that had some broken stands. The cost of the sofa was £268.

Training

The club made investment in staff training of £1,240 versus £1,500 budgeted.

Premises

WASPS paid its due fees of £5,000 to the Joint Venture for the upkeep of the building and grounds. The JV used some of the money to buy new blinds and to cut back trees around the perimeter of the back garden.

Licences, DBS, and Memberships

License fees were below budget at £1,480 compared to £1,700 budgeted. This year we migrated our booking system from Libacura to iPAL and we also introduce a new document management system BOX.

Food and Sundries

Grocery expenditure was well below budgeted due to the lockdown since March. Only £2,644 were spent versus a budget of £4,700.

Reserves

Due to the financial crisis stemmed from the lockdown since March, the club has had to draw £10,000 from its reserves in order to fulfil its financial obligations. Therefore the reserve fund was £26,000 at the start the new school year.

Fundraising

The club was able to raise £500 from industry to help with covid-19 expenses. The monies were used to pay for a deep clean and buy PPE and sanitising materials.

Budget Summary

The following table summarises the budgeted and the expenditure for the financial year 2019-2020.

	Budget (£)	Actual (£)
INCOME		
Fees	94000	45,690
Grants and donations	100	9133
EXPENDITURE		
Service Fees	1,000	682
Materials	1000	437
Training	1500	1240
License, membership, etc.	1,700	1480
Fees returned	500	639
Groceries	4700	2644
Capital Exp.	500	268
JV contribution	0	5000
Salaries	80620	61016
Balance	2580	-18582

From the summary it is clear that the club has incurred substantial financial losses. The original budget published at the last AGM 2019 had not taken into account the annual JV contribution of £5,000. In addition, the covid-19 crisis greatly affected the club's fees income.

4. Manager's Report

We were pleased to open WASPS doors at the start of the new school year, to all school year groups once again and welcome returning and new children and families to the club. It has been a very strange year at the club, mainly due to the Covid-19 pandemic and the closure of the club during the lockdown period. We were able to partially open the club at the beginning of June to offer childcare for a very small number of children who required childcare from Foundation, year 1 and 6 as per the government guidelines, for the remainder of the summer term. Although our current set up (due to the current guidelines) means our provision looks different to usual, we hope the children are enjoying their experience at the club so far this term. We are aware that the children have missed out on so much this year, we did our best through the lockdown to maintain links with the WASPS families wherever possible either via emails or updates on our Facebook page (we shared activity ideas and links) we hope you found this useful. The staff team were in furlough for a while, so committee answered emails at this time. Although the staff team changed, almost completely during the summer term we were able to share new staff profiles with families to keep them updated and so they could share these with their children, we hope you enjoyed finding out about the team in a fun way! We also managed to collect farewell messages and photos for Flor via email, thank you for your support with this, although not the ideal send off following a dedicated two and a bit years at the club, at least she could take some personalised messages with her! We didn't manage to say farewell to our year 6 leavers and any other leavers as we usually would with an end of term party, we wish them all the best for the future! We hope we can get back to some more normality as this school year progresses.

WASPS has been running since September 1997 and is well established in the community of October 2020

Waterbeach, the club has been providing a reliable, affordable, and good quality service for 23 years now. WASPS continues to run fulfilling its original aim; to provide a home from home family atmosphere. The children decide how to spend their time in the club and the staff team facilitate child led play and offer a variety of play opportunities, both inside and outside. With the growth of Waterbeach Community Primary School and Waterbeach village, we hope WASPS continues going from strength to strength into the future.

The Breakfast Club can cater for up to 24 children in the mornings; we currently have availability at all sessions.

The After School Club can cater for up to 40 children in the afternoons; we currently have availability at all sessions.

WASPS has encountered a few additional challenges over the past year, including being short staffed and experiencing trouble recruiting staff, so having to rely on agency staff. An additional competitor offering wrap around care on the school site and during the lockdown period three long standing staff members, including the Manager resigning for various reasons (including health reasons and relocating). We are pleased to report though that there have been many successes too. The previous club Manager, Flor worked closely with our county advisors to make improvements following our Ofsted inspection in October 2019, we feel that this good work sets us in good stead as we await our next full Ofsted inspection. As you will be aware we had an interim visit from Ofsted a couple of weeks ago, which went well, we are awaiting the brief report. The children enjoyed developing their own children's council and taking part in fun activities, including arts and crafts, cooking, outside play on the field and movie nights to name just a few. The children's council is so important to enable the children to have their voice and say in what goes on at WASPS... their club! We were also successful in our latest recruitment drive bringing together a more-or-less whole new team for the start of the new school year, led by Sarah as Manager.

With regards to our team, over the year we said farewell to Alicia (Playworker) who no longer works contracted hours at the club, however she has remained on our bank staff and will hopefully help out at future holiday clubs. Teresa (Playworker), Cally (Deputy/Playworker) and Flor (Manager) sadly left the club in the summer term, we thank them all for their hard work at the club and wish them well for the future. We welcomed Sam (Playworker) in the Autumn term 2019, she has recently moved over to our Bank staff and following our recruitment drive in summer 2020 our staff team now consists of Sarah (new Manager), Zoe (now appointed as Deputy/Breakfast Club Co-ordinator), Sophie (New Playworker), Olivia (new Playworker). As well as having Alicia and Sam remain on our bank staff, we were also pleased to recruit Emily and Toyin too as bank staff.

Staff members have undertaken various training throughout the year, including our new members, including Safeguarding (x2 Designated Person and Playworkers Basic Child protection), prevent duty, FGM, First Aid, Food Hygiene to name just a few! Some staff also attended the Just Play conference last Autumn and came back to the club with great ideas around how to implement risky play. When we are able to invite parents/carers back into the setting we would encourage you to take a look in our training and qualifications file on the front desk for more details. In addition to this we have also included some in house training at our staff meetings and created quizzes to complete to evaluate staff knowledge about policies and procedures too.

As we share our premises, we have continued to work with Waterbeach Community Playgroup throughout the past year in our Joint Venture projects. Maintenance on the building includes the following through the year: -

- External areas and gardening
- Carpet cleaning

- Fire safety equipment maintenance
- Security
- PAT testing
- Insurance
- Cleaning of the building – Managing a cleaner
- Air conditioning
- Play structure
- Easi Grass play surface outside,

We communicate regularly and hold meetings so we can ensure the smooth running of the premises for both groups. We had new blinds fitted this year to all the windows, we also had some projects planned for this year including work to the front ramp, the toilets and kitchen require a refit and the oven needs replacing. We planned to develop a digging area outside for the children to enjoy and some internal painting was required, however, due to the pandemic and closure period this work has not been completed and will need to be reviewed in light of club finances.

WASPS are members of Waterbeach Community Association, we aim to send a representative from the Committee to attend the meetings (where possible) and we have written articles for the Beach News throughout the year keeping the local community up to date with what's going on at WASPS (Beach News was paused during the lockdown period). Feast day also didn't go ahead this year due to the restrictions, but we hope to take part at the next opportunity as this is an enjoyable fundraising opportunity for WASPS.

Attendance numbers are lower than expected this term, we feel this is mainly due to parents not requiring childcare as they have not yet returned to the workplace also the impact of having a new competitor on the school site. The Management Committee and Staff team have been working together to plan, develop and better advertise the clubs services to parents/carers, we are hoping this will improve the setting for the current users and that it will help to attract new families to the club too.

After speaking with the children at the beginning of term about their interests some exciting new resources were purchased which the children have loved playing with. This included a new chess set, more Plus Plus and a Minecraft Uno to name a few. The children also expressed interest in having more variety at snack time instead of just toast or fruit. We spoke with the children and are trialling a revised snack menu. They suggested wraps with a selection of fillings, pizza, crackers and cheese, crumpets and toasted muffins. We will also offer toast or fruit alongside the main snack as some of the children really enjoy their toast. Once some of the restrictions have lifted the children can be more involved in making their own wraps or pizzas. We are also going to get a new WASPS council up and running to continue to give the children a voice in what they would like in the sessions. This will be changed each term to ensure all children get the opportunity to be on the council.

Along with the Staff Team and Management Committee we work hard to continually reflect on our practise and to make changes where needed to improve the service for the WASPS children and families. We would like to thank all of the Management Committee for giving up their time and for their hard work throughout the year. WASPS would be unable to run without a fully functioning committee, so much goes on behind the scenes, thank you to you all!

5. Budget Plan for 2020-2021

The budget for the coming year compared to last year's budget is shown below.

	Budget 2019-2020	Budget 2020-2021
INCOME		
Fees	94000	42,756
Grants and donations	100	10,000
EXPENDITURE		
Service Fees (BT)	500	816
Materials	1000	600
Training	1500	1,000
License, membership, etc.	1700	1,160
Fees returned	500	500
Groceries	4700	2,400
Capital Exp.	500	200
JV contribution	0	5750
Salaries	80620	44,003
Balance	2580	-3,672

There are increases in our BT bills as the rates have gone up. The JV contribution now includes £750 additional expenditure to cover deep cleans necessary to satisfy covid-19 safe operations.

The club will also heavily rely on government grants to support business. These are the Job Retention Scheme funds which are payable in the new financial year even though the periods claim fall in the previous year, and the Sustainability fund which has been setup to support business through the crisis transition.

The fees income is based on confirmed bookings for the autumn term (approximately 15 children per session). However, we anticipate that the numbers will go up for the winter term as more business ask their employees to return to work from the office. This may have a positive impact in the club finances.

6. Fees for 2020-2021

The fees for the coming year will remain unchanged.

Session	2020	2021
Breakfast		
Standard	£5.40	£5.40
Sibling	£4.98	£4.98
After School		
Full	£9.90	£9.90
Full Sibling	£9.14	£9.14
Half	£6.50	£6.50
Half Sibling	£6.00	£6.00
Holiday Club		
Full	£29.20	£29.20
Full Sibling	£25.55	£25.55
Half	£18.10	£18.10
Half Sibling	£15.84	£15.84
Hourly	£4.80	£4.80
Hourly Sibling	£4.20	£4.20

7. Pay Grades for 2021

Due to the financial losses incurred by the club in the previous financial year, pay rates will remain unchanged for 2021. A new pay grade scheme has been introduced at the club as indicated in the table below. Some grades may need to be adjusted in April 2021 after possible revisions to the minimum living standard wage published by HMRC.

Grade	£/hour	Guidance
1	13.01	This rate is for experienced (>7 years) setting management positions (coordinators, deputy manager, manager). Staff may also have a level 3 qualification or higher.
2	12.77	This rate is for experienced (>5 years) setting management positions (coordinators, deputy manager, manager). Staff may also have a level 3 qualification or higher.
3	11.97	This rate is for experienced play workers with experience greater than 7 years in a similar role and some management or administrator responsibilities. Staff may also have a level 3 qualification or higher.
4	10.65	This rate is for experienced play workers with experience greater than 5 years in a similar role and some management or administrator responsibilities. Staff may also have a level 3 qualification.
5	9.64	This rate is for experienced play workers with experience greater than 5 years in a similar role. Staff may also have a level 3 qualification.
6	8.88	This rate is for play workers with a range of experience between 2 and 5 years in a similar role. Staff may also have a level 2 qualification.
7	8.72	This is the rate for inexperienced play workers over 25 (inclusive) years of age. Staff may have a level 1 qualification but have not gained much experience (<2 years).
8	8.20	This is the rate for junior play workers under 25 and above 21 (inclusive) years of age
9	6.45	This is the rate for junior play workers under 21 years of age.

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9 June 2021

Charities Commission

RE: Waterbeach After School Play Scheme
Registered Charity No 1069551

Dear Sirs

As instructed I have completed an independent examination of the accounts for the above charity for the year ended 31 August 2020.

The accounts were prepared on the receipts and payments basis and I confirm I found the records and accounts to be accurate.

If you have any questions concerning these please do not hesitate to contact me.

Yours faithfully



Teresa Reynolds FMAAT ATT

Director: Teresa J. Reynolds FMAAT ATT

"Licensed and regulated: Teresa J. Reynolds is licensed and regulated by the Association of Accounting Technicians to provide services in accordance with licence no. 2027, details of which are displayed at the address shown."

Accounting Statement 2019 – 2020

(Receipts and Payments Accounts)

Name of charity

Waterbeach After School Play Scheme

Charity Commission registered number **1069551**

For the financial year ended on **31 Aug 2020**

Breakdown using WASPS analysis

Unrestricted funds Premises fund (Joint Venture) Total this year Total last year

Receipts

		£	£	£	£
	Donations/ HMRC Grant				
A1a	Donations, legacies and other similar receipts	10057		10057	196
A1b-1	Operating activities to further charity's objectives	54794		54794	88981
A1b-2	Operating activities to generate funds	0		0	75
A1c	Investment income receipts	136		136	123
	Sub-total (A1a+A1b+A1c)	64987		64987	89375
	Transfers between a/c's, fairfax Income") and paypal				
A1d	Other receipts (not counting as "Gross a/c's, fairfax Income") and paypal	£64,104	5231	69335	98447
A1d					0
	Total receipts	129091	5231	134323	187822

Payments

A2a	Payments for generating funds	0	0	0	0
A2b	Charitable payments:				
	(i) grants paid				0
	(ii) Charitable activities				
	wages	68791	251	69042	80673
	other childcare toys/sundries/food /dbs/activities	3718	779	4497	7616
	(iii) support costs				
	training	1248	0	1248	1344
	fees service/paypal fees/membership/gifts and rewards	1102	747	1849	451
	premises/utilities	1071	3422	4494	9924
	(iv) Management & Administration				
	accounts examination/solicitors fees	0	1560	1560	1950
	Sub-total (A2a+A2b)	75931	6759	82689	101958
	Transfers between a/c's, fairfax "Expenditure") and paypal				
A2c	Other payments (not counting as a/c's, fairfax "Expenditure") and paypal	68539	0	68539	95637
	Total payments (A2a+A2b+A2c)	144470	6759	151228	197595
	Net of Receipts/(Payments)	(15379)	(1527)	(16906)	(9773)
	Cash funds last year end	45410	1833	47243	57105
	Cash funds this year end	30031	306	30337	47243

Section**B Restricted Income Funds** nil**Section****C Endowment Funds** nil**Section****D Statement of Assets and Liabilities at year end**For the financial year ended on **31st Aug 2020**

Note			Joint Venture funds	
			£	£
D1a	Cash funds	Unrestricted funds		
	Santander bank current acc	£	1,833	
	Santander bank deposit acc	£	1,000	
	Petty cash	£	14	
	Paypal	£	-	
	Cheques and Cash Unbanked	£	144	
	Cambridge Building Society saving account	£	26,196	
	Kalixa cash card balance	£	-	
	FairFx account balance	£	-	
	FairFx card balance	£	845	
	WCP & WASPS Jnt Venture Santander bank current acc	£	-	£ 306
		£	30,031	£ 306
D1b	Other monetary assets	nil		
D3a	Investment assets	nil		
D3b	Assets retained for the Charity's own use	Fund	Cost £	Current value £
	Premises building	Joint Venture	138909	6947
D2	Liabilities	nil		

Signed on behalf of the trustees

		print name
		print name
date of approval		

Premises fund (Joint Venture) managed jointly with Waterbeach Community Playgroup with equal ownership in the assets.

Note D3b

Tangible Fixed Assets 19-20

Asset cost

	Leasehold land and buildings		Other land and buildings		Fixtures, fittings and equipment		Total		Total
	Unrestricted funds	Premises fund (Joint Venture)	Unrestricted funds	Premises fund (Joint Venture)	Unrestricted funds	Premises fund (Joint Venture)	Unrestricted funds	Premises fund (Joint Venture)	
Balance brought forward	0	138909	0	18819	9648	9529	9648	167257	176905
additions	0	0	0	0	0	0	0	0	0
disposals	0	0	0	0	0	0	0	0	0
transfers	0	0	0	0	0	0	0	0	0
revaluations	0	0	0	0	0	0	0	0	0
Balance carried forward	0	138909	0	18819	9648	9529	9648	167257	176905

Accumulated depreciation and impairment provisions

Basis	SL	SL	SL	SL	SL	SL			
Rate	20 years	20 years	5 years	5 years	3 years	3 years			
Balance brought forward	0	125016	0	18819	9648	9528	9648	153365	163012
disposals	0	0	0	0	0	0	0	0	0
transfers	0	0	0	0	0	0	0	0	0
revaluations	0	0	0	0	0	0	0	0	0
impairment provisions	0	0	0	0	0	0	0	0	0
charge for year	0	6945	0	0	0	0	0	6945	6945
Balance carried forward	0	131961	0	18819	9648	9528	9648	160310	169957

Net Book Value

Brought forward	0	13892	0	0	0	0	0	13892	13892
Carried forward	0	6947	0	0	0	0	0	6947	6947

Premises fund (Joint Venture) managed jointly with Waterbeach Community Playgroup with equal ownership in the assets.

Registered Charity No 1069551
OFSTED No 221946